



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

LEAD FISCAL SERVICES AGENT

DEFINITION:

Under the direction of the Lead Business Services Agent, supervise District fiscal functions and activities including all fiduciary accounting; prepare budget estimates and make revisions for all District programs/projects; oversee accurate submission of all required fiscal reports; serve as a member of the District negotiating team; assist in analyzing and administering other business functions, including but not limited to; transportation, maintenance, purchasing, nutrition services and risk management; coordinate the flow of financial information to District administrators, supervise, train and evaluate Fiscal Services' staff; serve as back-up for the Lead Business Services Agent in his/her absence; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Oversee all aspects of the annual budget development, compilation of data, estimates or income/expenses and preliminary and final budgets for Board adoption.
- Plan, organize and oversee the installation, modification, change and refinements of the chart of accounts.
- Attend conferences, analyze legal changes and keep abreast of new legislation and professional improvements.
- Provide technical advice and information to administrators and staff.
- Handle special assignments and assist in analyzing other Business Services' activities as directed.
- Plan internal controls to protect the District assets and minimize financial risk.
- Plan, organize and/or oversee internal audits and work closely with auditors to ensure compliance with federal, state and local guidelines.
- Administer the District accounting functions and activities including payroll, accounts payable, student attendance, nutrition service, financial and project reporting, revolving cash and records management.
- Make assignments to supervised personnel; orient and train personnel; review and check workflow.
- Evaluate and oversee the evaluation of Fiscal Services staff.
- Approve transfers among accounts; check receivables, abatements, payables and adjustments; prepare explanatory documents and instructions.
- Attend city, county, state, District Board meetings and hearings concerning fiscal services and related subjects. Effectively communicate fiscal related information at said meetings and hearings.
- Develop and maintain excellent working relationships with District staff, consultants, public agencies and legislators.
- Effectively supervise technical and clerical staff members.
- Effectively and efficiently, assist in the planning, management and direction of the District fiscal operation and activities.
- Plan, coordinate and provide professional development to District staff and community in the topics of accounting, fiscal processes, attendance, school connected organization, and other fiscally related topics.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management duties.
- Laws and regulations relating to the financial administration of public school districts.
- Internal controls and audit principles and practices.
- Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.

ABILITY TO:

- Work with a variety of computer platforms, District, County or proprietary and systems.
- Plan, organize, manage and integrate the District's finance and accounting activities and operations to meet District objectives, professional standards and legal requirements.
- Evaluate financial programs, procedures and controls and implement recommendations for improvements.
- Understand, interpret, explain and apply District policies, state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.
- Develop and maintain excellent working relationships with District staff, consultants, public agencies, and legislators

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a Bachelor's or Master's degree in accounting or a related field, from an accredited college or university, is required.

EXPERIENCE:

Five years of increasingly responsible accounting and/or auditing experience in a governmental, school district setting, or school district related field. Candidate must have a minimum of two years in a supervisory capacity.

PREFERRED QUALIFICATIONS:

Prior experience in responsible fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management responsibilities is preferred, but not required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time; but may walk or stand for brief periods of time: will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Revision Date: 5/2021

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**